

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
SOUTHEASTERN MENTAL HEALTH AUTHORITY
Financial Clerk**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees

Location: **Fiscal Services** / 401 West Thames St., Bldg. 301, Norwich, CT 06360

Position No: **SM107075**

Hours: 8:00 a.m. – 4:30 p.m., Monday through Friday (40 hours per week)

Salary Range: \$36,637.00 - \$46,654.00 (Annually)

Closing Date: January 22, 2014

Eligibility Requirement: Candidates must have applied for and passed the Financial Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Employees currently holding the above title or those who have previously attained permanent status may apply. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include, but not limited to: Process reports on the state vehicle mileage (completion of the monthly logs and data input on the DAS Fleet website), processing of all employee reimbursements (personal vehicle mileage, license renewals, travel reimbursement, etc.), and oversight of cellular phone invoices and usage (distribution and logging of the invoices and sign off by employee and supervisor). Provide assistance to the CFO and FAO in all functions of the business office (i.e., purchasing, receiving, petty cash, cost projections, etc.).

Special Experience and Training: Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

To be considered for this position all applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One. Resumes can be provided as supplemental information but will only be accepted if attached to a fully completed application. Please submit all Applications for Employment (CT-HR-12) and resumes by email, fax, or mail to:

Email: MHA-SMHA-RECRUIT@ct.gov

FAX: (860) 859-4792

**Southeastern Mental Health Authority
Office of Human Resources / Attn: Recruitment
401 West Thames Street, Building 301, Norwich, CT 06360**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-3